|  |  |
| --- | --- |
| **Insert the following in the second column** | **MICROSOFT WORD** |
| **Home**: Text/Font  Your First and Last name  **Centered; Bold** | **Mikayla Miller** |
| **Home**:  University of Sioux Falls  **Centered, Colored Text; Bold,** | **University of Sioux Falls** |
| **Insert**: Insert Picture from file  **centered** |  |
| **Insert**: Insert Online Picture  **centered** |  |
| **Insert**: Shapes **(2)** |  |
| **Insert**: Chart  **Ice Cream**  **Chocolate 8**  **Vanilla 7**  **Strawberry 5**  **Cherry 3**  **centered** |  |
| **Insert**: Screenshot of a web page  PrtScr  **centered** |  |
| **Insert**: Online Video  **Textwrap:**  **Through**  **3rd one**  **Centered** |  |
| **Insert**: Hyperlink – any link  **Bold; 14pt** | [**Jack the Ripper Letter**](file:///\\usfnas26\RedirectedFolders\mimiller\Downloads\dearboss1_small.jpg)  **USF** |
| **Insert**: Word Art: **Type USF**  **centered** |  |
| **Insert**: Date and Time  **Centered**  **Bold; 14 pt** | **March 1st, 2018**  **1:28 p.m.** |
| **Insert:** Put a header on this page: **Microsoft Word 2013.** |  |
| **Design**: Page Color – **make it a light color** |  |
| **Design:** Border – **put a border on this page** |  |